



SCORE KEEPING OPERATIONS MANUAL

TABLE OF CONTENTS

Race Operations Overview

Race Day Operations Time Guidelines

How to determine Race Day Format

How to create Heat Race Line ups for Single Heat Event

How to create Heat Race Line ups for Double Heat Event

How to score a race

How to create trophy dash line ups from Heat Race Events

How to create A & B main event line ups from Single Heat Event

How to create A & B main event line ups from Double Heat Event

RACE OPERATIONS OVERVIEW

There are many factors that can determine the Race Day Format. The most critical factor is TIME. As the scorekeeper it is your job to get the day started on time and keep it moving throughout the day. You also have to be flexible. If unforeseen events trigger a major change to the time schedule, it is your job to bring it to the attention of the Race Day Director and provide alternatives to facilitate getting the event back on schedule.

Generally speaking, the time it takes to run any single portion of an event is as follows (Set refers to the running of 10 classes through a cycle.

- A Set of Hot Laps, 1 -1.5 hours

- A Set of Heat Races, 1.5 - 2 hours
- A Second Set of Heat Races, 1.5 hours
- or
- A Set of Trophy Dashes, 20 minutes
- Trophy Dash Presentations, 30 Minutes

- A Set of A Mains, 3 - 3.5 hours

The accumulated time listed above is about 7 hours. If you start the program promptly at 11:30 with Hot Laps and keep everything flowing, you should finish by 6:30. Things that can cause delays include: fixing or watering the track, dealing with red flags or injuries, or the ambulance being late.

Race Day Operations Time Guidelines

The actions listed below need to begin NO LATER THAN designated times

- 08:00 Score Booth prep
 - a. Test radio system
 - b. Prepare scoring booth (sweep, wipe counters, windows)
 - c. Set up announcing system
 - d. Post administrative documents

- 9:00am Gates open to racers

- 11:00am Track packing (moving into hotlaps after ambulance arrives)

- 11:30am Hot laps begin

- 12:15pm Prepare races (get pill pull sheets, prepare and post races)

- 12:30pm Pit meeting

- 12:45pm National anthem

- 1:00pm Heat races begin

- 4:00pm Mains begin (15-20 minutes per race w/ 9 classes = 3 hours)

- 7:00pm Racing complete (end of sunlight)

- 7:15pm Track cleanup
 - a. Assemble all scoring documentation and give it to Treasurer
 - b. Secure radio system
 - c. Put away PA system
 - d. Clean up and close up scoring booth

How to determine Race Day Format

Generally, the Race Day format will be the same for the most of the year. We are currently running format number 1.

	Format
1	Pill pull, 2 heat races, no trophy dashes and main event races.
2	Pill Pull, 1 heat race, trophy dashes and main event races
3	Qualifying, 2 heat races, no trophy dashes and main event races.
4	Qualifying, 1 heat race, trophy dashes and main event races

This format is not set in stone, the scorekeeper is the time manager and must be flexible. At this time CORA is unable to implement Qualifying, we utilize the pill pull method.

Other considerations to remember:

There must be a minimum of 4 cars in an established class for the class to race. For classes that do not meet minimum requirement, the cars will EITHER be combined with another class or not race at that day's event. This determination will be at the track officials discretion

We may run a program of rotating certain classes to qualify.

Classes with car counts less than 6 could result in Mains with fewer laps at the discretion of Race Day Lead official.

A minimum of three cars in any class must be available to start the trophy dash for it to run.

Division rotation may be part of the program.

PILL PULL METHOD

How to develop the first set of heat races:

All racers pick pills upon signing in. Racer's car number is placed in box (numbered 1 - 100) for pill drawn. Racers not pulling pill or arriving late will be added to end of one of the heat races maintaining an even balance between heat race car counts.

To create heat race line ups

1. count total number of cars in race then break down as follows:

1. **4 to 8 cars**
One heat race
Line up in order of pill pull.
2. **9-16 cars**
Two heat races
Divide field by two and line up in order of pill pull. Filling heat 1 first then heat 2.

Example: 10 car race

The first five cars will be placed in heat 1 and cars 6-10 will be place in heat 2 with car # 1 & 6 on the pole.

3. **17-24 cars**
Three heat races
Divide field by three and line up in order of pill pull. Filling heat 1 first then heat 2, then 3.

Example: 21 car race

The first 7 cars will be placed in heat 1 and cars 8-14 will be place in heat 2 and 15-21 in heat 3.

4. **25 -32 cars**
Four heat races
Divide field by four and line up in order of pill pull. Filling heat 1 first then heat 2, then 3, then 4.

Example: 28 car race

The first 7 cars will be placed in heat 1 and cars 8-14 will be place in heat 2, 15-21 in heat 3 and 22-28 in heat 4.

The second set of heat races are an inversion of the starting lineup of the first heat race

Exception: At the discretion of any CORA Board Member or at request of driver or parent of minor driver, car can be place at back of race or display Rookie Caution flag.

QUALIFYING METHOD

1. All cars draw a pill at registration to determine position for qualifying position or heat race position (See Race Setup Guidelines for Pill Pull).
2. Number of cars in the class will determine how many heat races will be run (See Race Setup Guidelines).
3. For Qualifying, top 4 or 6 qualifiers go to the trophy dash. Inverted start, top qualifier starts at the rear, 4th or 6th qualifier, takes the pole. For pill pull setup, top 4 from classes with 1 heats, top 3 or 2 from classes with 2 or 3 heats, top 2 from classes with 4 heats and winner from each class with 5 or more heats.
4. For Qualifying, heat races: Based on ten cars. First qualifier goes to back row of heat 2, second fastest qualifier goes to the back of heat 1. (Inverted start).

HEAT 1	HEAT 2
10 8	9 7
6 4	5 3
2	1
Mains	
Inside row	Outside row
Heat 2 winners	Heat 1 winners
1	1
2	2
3	3
4	4
5	5

A pill will be pulled to determine the invert for the main event line up. There will be numbers for each row for that classes main event. For the example above there would be numbers 1 through 5 (five rows). The number pulled will be the number of rows that will be inverted. Explanation of how to implement an invert is in the Race Setup Guidelines.

- 6) When cars enter center for 1 lap or more place them at the bottom of the list with a line above them to demark at what time they left the race. Then remove the line if they should reenter the race. Score them on the current lap. The underlined laps will be laps down.
- 7) In close race finishes, score keeper has first call but can defer to flag man for ruling if unsure.
- 8) If track officials penalize driver on the track for any reason. They will radio it up. Scribble car number and penalty at bottom of page while scoring then go back after race completed or during next yellow to implement.

When applicable: **Trophy Dash line ups**

To have a trophy dash, there must be at least 3 cars in any class. Trophy dashes are short sprints with the number of laps equal to the number of cars qualifying for the trophy dash event, and are scored with same rules as "Scoring a race". Trophy dashes are always inverted. First place heat race finishers are always in back.

Classes with 1 heat race will qualify top 4 finishers to the trophy dash in reverse order of finish.

Classes with 2 or more heat races will transfer the top 2 finishers from each heat race into the trophy dash. The line up will always be a total invert, to be applied after creation of the race lineup after applying the "Evening heat race order" format documented in "How to Create a Main Event lineup"

1-2-3 or -3-1-2

Heat 1 2nd place	Heat 2 2nd place
Heat 1 1st place	Heat 2 1st place

2-3-1

Heat 2 2nd place	Heat 1 2nd place
Heat 2 1st place	Heat 1 1st place

Classes with 3 heat races will transfer top 2 finishers from each heat race to the trophy dash. The line up will always be a total invert, to be applied after creation of the race lineup after applying the "Evening heat race order" format documented in "How to Create a Main Event lineup"

1-2-3

Heat 1 2nd place	Heat 2 2nd place
Heat 3 2nd place	Heat 1 1st place
Heat 2 1st place	Heat 3 1st place

2-3-1

Heat 2 2nd place	Heat 3 2nd place
Heat 1 2nd place	Heat 2 1st place
Heat 3 1st place	Heat 1 1st place

3-1-2

Heat 3 2nd place	Heat 1 2nd place
Heat 2 2nd place	Heat 3 1st place
Heat 1 1st place	Heat 2 1st place

A Main Lineup will be determined as follows:

Heat race lineups are based upon point totals from both heat races. Ties are broken based upon

1. the finishes of the first heat race.
2. If a tie still exists, the place finish of the second heat race
3. Lowest pill pull.